



RESOURCE AND PATIENT MANAGEMENT SYSTEM

**PHARMACY POINT OF SALE
(ABSP)**

INSTALLATION GUIDE

**Version 1.0
July 2001**

**Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico**

PREFACE

This manual contains instructions for installing the new IHS RPMS Pharmacy Point of Sale software, V.1.0. A user manual is provided with this distribution.

For Software Support, please contact your Area ISC or the RPMS Support Center at the numbers listed below:

Telephone: 505-248-4371 or 1-888-830-7280

Fax: 505-248-4199

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1.0 INSTALLATION NOTES

PREFIX: ABSP

CURRENT VERSION: 1.0

***** NOTE ***** NOTE *****

READ ENTIRE NOTES FILE PRIOR TO ATTEMPTING ANY INSTALLATION!!!

***** NOTE ***** NOTE *****

1.1 GENERAL INFORMATION

- a) Make a copy of this distribution for off-line storage.
- b) Print all notes/readme files.
- c) If this distribution is received on tape media, please remember to return the tape to the originator.
- d) It is recommended that the terminal output during the installation be captured using an auxport printer attached to the terminal at which you are performing the software installation. This will insure a printed audit trail if any problems should arise.

1.2 CONTENTS OF DISTRIBUTION

- a) absp0100.k- KIDS package
- b) absp010i.pdf – Installation Guide
- c) absp010t.pdf – Technical Manual
- d) absp010u.pdf – User Manual

1.3 REQUIREMENTS

- a) Kernel V. 8.0 or higher
- b) FileMan V. 21 or higher
- c) IHS Patient Dictionaries (AUPN) V 99.1
- d) Pharmacy V. 6.0, including patch 03 or higher
- e) IHS Dictionary (Pointers) (AUT) V 98.10, including patch 08
- f) *Third Party Billing V. 2.4, including patch 05
- g) *Accounts Receivable V 1.5, including patch 01
- h) *Accounts Receivable V 1.3 patch 02 (must be installed following the installation of V 1.5)

* These starred requirements only apply to sites using the RPMS Third Party Billing or Accounts Receivable software. If the site is using a COTS Third Party Billing and/or Accounts Receivable package, disregard the respective RPMS requirement.

Refer to the technical manual for instructions on estimating the disk space required by the Point of Sale software.

2.0 INSTALLATION INSTRUCTIONS

There are four easy steps involved in installing and configuring the Point of Sale (POS) system.

1. Run a KIDS installation to load the software.
2. Allocate security keys to users.
3. Put the ABSPMENU option on your core menu.
4. Run the programs in the Point of Sale Setup menu.

2.1 KIDS INSTRUCTIONS

The first step is typical of a RPMS software package installation.

```
Select OPTION NAME: XPD INSTALLATION MENU           Installation
UNIX File (BUILD) absp0100.k
Select Installation Option: 1   Load a Distribution

Select Installation Option: 2   Verify Checksums in Transport Global

Select Installation Option: 6   Install Package(s)
INSTALL NAME ABSP 1.0
```

Figure 1, Example of KIDS installation

2.2 ALLOCATING SECURITY KEYS

Set up the security keys immediately after installation and before running the Point of Sale setup options. Decide which users need which keys by using the guide shown below.

Security Key	Allocation
ABSPZMENU (note: no space)	All Point of Sale users
ABSPZ REPORTS (note: space)	All Point of Sale users
ABSPZ USER	Staff who will do Point of Sale data entry (usually all POS users).
ABSPZ MANAGER	Staff who will set Point of Sale operating parameters
ABSPZ BILLER	Staff who will need the 3 rd Party Point of Sale Billing menu

The example shown in Figure 2 below illustrates the allocation of all five keys to a user.

```
Select OPTION NAME: EVE           Systems Manager Menu
Select Systems Manager Menu Option: MENU Management
Select Menu Management Option: KEY Management
Select Key Management Option: ALLOCation of Security Keys

Allocate key: ABSPZMENU
Another key:  ABSPZ REPORTS
Another key:  ABSPZ USER
Another key:  ABSPZ MANAGER
Another key:  ABSPZ BILLER
Another key:

Holder of key: ADAM
      1  ADAM          ANC-CIS
CHOOSE 1-n: 1  ADAM          ANC-CIS

Another holder:

You've selected the following keys:
ABSPZ REPORTS  ABSPZ USER      ABSPZ MANAGER  ABSPZ BILLER
ABSPZMENU
You've selected the following holders:
ADAM
You are allocating keys.  Do you wish to proceed? YES//
```

Figure 2, Example of Allocating Keys

2.3 FILE MANAGER ACCESS CODE

In addition to security keys, every Point of Sale user needs to have the letter “P” added to their FILE MANAGER ACCESS CODE. Usually, pharmacy users already have this access code. Figure 3 on the following page is an example of what the “User Management/Edit an Existing User” might show. The important field is shown underlined — the field needs to have a letter “P” added. Leave the rest of the field as it is currently configured.

NAME: SWINDOLL, JAMES		Page 1 of 3
NAME: SWINDOLL, JAMES		INITIAL: JS
TITLE:		NICK NAME: JIM
SSN: 123456789		MAIL CODE:
DEGREE:		
PRIMARY MENU OPTION: AKMOEVE		
Select SECONDARY MENU OPTIONS: FSI MAIN TIME MENU		
Want to edit ACCESS CODE (Y/N): <u>FILE MANAGER ACCESS CODE: Mm3K</u>		
Want to edit VERIFY CODE (Y/N):		
PREFERRED EDITOR: LINE EDITOR - VA FILEMAN		
Select DIVISION: IFL		
SERVICE/SECTION: ADMIN		

Figure 3, Example of File Manager Access Code Entry

2.4 ADD ABSP MENU TO CORE MENU

Again, use the Menu Management option as shown in Section 2.0, however, select “Edit Options” instead of “Menu Management. Select your core menu option to edit. (Often this is the default at the prompt.) Depending on local needs, you may choose to put other ABSP options on other menus. Figure 4 is an example of adding the ABSP option to a menu. You will determine the security requirements for your site and therefore you may respond to the prompts differently.

Select OPTION to edit: AKMOCORE	IHS Core
NAME: AKMOCORE//	
MENU TEXT: IHS Core//	
PACKAGE: // ABSP PHARMACY POINT OF SALE	ABSP
OUT OF ORDER MESSAGE: ^	

Figure 4, Example of Adding Option ABSP to Core Menu.

2.5 USE SETUP OPTIONS IN POINT OF SALE

You will need the following documents to reference as you complete the installation process.

- **Documentation:** Manager Menu, Point of Sale Application: Pharmacy Point of Sale Setup Menu.
- **Configuration Survey:** The responses to most of the setup questions are available on the completed configuration survey.

To get to the Setup menu, select the **Pharmacy POS Manager Menu (MGR)** from the Main Menu, then select the **Pharmacy Point of Sale Setup Menu (SET)** from the Manager Menu. Follow along with the documentation and, for a typical installation, use the options on the Setup Menu as indicated below, referring to the configuration survey as needed. To use these setup options, you must have the ABSPZ MANAGER security key.

```

*****
*          PHARMACY POINT OF SALE V1.0          *
*          FULL CIRCLE SOFTWARE                  *
*          Main Menu                            *
*****

U          Pharmacy POS User Menu ...
MGR      Pharmacy POS Manager Menu ...
BILL      RX Point of Sale Billing Menu ...
RPT       Pharmacy electronic claims reports

```

Figure 5, POS Main Menu

```

*****
*          PHARMACY POINT OF SALE V1.0          *
*          FULL CIRCLE SOFTWARE                  *
*          Pharmacy POS Manager Menu            *
*****

SET      Pharmacy Point of Sale Setup Menu ...
MGR       Statistics & misc. options screen...
RPT       Pharmacy electronic claims reports ...
COMM      Communications - View Dial Out Log File
BACK      Pharmacy POS background scan ...
USER      Claims data entry screen...

```

Figure 6, POS Setup Menu

Use the Setup Menu options and their sub-menu options as indicated below:

1. **BAS** - Edit basic pharmacy POS parameters ...
 - 1a. **ILC** - Edit pharmacy POS ILC A/R settings: Use this option only if you are using the ILC A/R interface.
 - 1b. **DIAL** - Edit pharmacy POS dial out settings: Use this option only if you have some unusual dial-out configuration that needs to be accommodated at installation.

2. **PHAR** - Edit pharmacy POS pharmacy data: Enter your Pharmacy NCPDP #, associated Outpatient Sites, and other data as requested from your Configuration Survey table of pharmacies and outpatient sites.
3. **INS** - Edit Pharmacy POS Insurance settings ...
 - 3a. **SYS** - Insurance selection parameters (system-wide): Use this option only if you *will not* have private insurance always primary, Medicaid always secondary, Medicare/Railroad always tertiary, and none of the special insurance rules such as the Birthday Rule.
 - 3b. **INS** - Quick setup of insurer: Use this option to set up at least one insurer for electronic claims and select the format to send claims.
 - 3c. **ADV** - Advanced setup of insurer: Use this option only if you have insurers with unusual situations — see the Setup section in the Manager manual for details.
 - 3d. **RPMS** - Enter/edit RPMS Insurance file RX settings: Use this option to mark any insurers as "Unbillable for pharmacy"
 - 3e. **SUMI** - POS Setup - Summary of Insurers: Use this option to review the list of insurers set up for electronic claims.
4. **USER** - Edit pharmacy POS user preferences: Use this option after the initial installation if you need to change some default settings on the data entry screen.
5. **BILL** - Unbillable/Billable POS items menu: Use this option if your Configuration Survey identified any unbillable kinds of drugs.
 - 5a. **OTC** - Set billable status of OTC drugs
 - 5b. **NDC** - Enter/edit unbillable NDC #s
 - 5c. **NAME** - Enter/edit unbillable drug names: The most common installation-time usage is to set OTC drugs as unbillable. You can use the NDC and NAME options if your Configuration Survey identified special situations for un/billability based on NDC numbers or drug names.
6. **PRI** - Enter/edit Pricing formulas: Use this option at installation time if you have some pricing formula different from the STANDARD formula. The STANDARD formula was set up in the BAS program.
7. **MISC** - Miscellaneous setup programs: Use this option only if you are sending electronic claims to Oklahoma Medicaid.

- 7a. **OK** - Parameters for Oklahoma Medicaid: This option is only needed if you are sending electronic claims to Oklahoma Medicaid. Use the suggested parameters in the Manager manual.
8. **PROV** - Enter/Edit providers' ID #s: Use this option before or after installation as needed to enter providers' specific ID numbers - DEA, Medicaid, etc.
9. **SUMI** - POS Setup - Summary of Insurers: This option is also located on the "INS" menu.
10. **SETD** - POS Setup - Detailed Report: Use this option to hard copy and review the settings you have just entered. There are a few different FileMan reports combined into this option, so you will need to select a device several times.

The Point of Sale Installation process is complete.

3.0 POINT OF CONTACT

Information Technology Support Center Help Desk:

Telephone: (505) 248 - 4371 or (888) 830-7280

Fax: (505) 248 - 4199